OKI
People to People Technology™

OKIOFFICE *87*

MULTIFUNCTION PRINTER

Setup Guide

59334902

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All products currently sold by Oki Data are Year 2000 compliant. Each product contains information technology that accurately processes date and time data between the years 1999 and 2000, and carries no issue for the September 9, 1999 (9999) programming concern. These products, when used in combination with products purchased from other manufacturers, whose products properly exchange data and time information, will accurately process the date and time. All future products are committed to meeting the same Year 2000 compliance.

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Safety

Installation Hints

- Install the machine in a dust-free location away from direct sunlight.
- Place the machine near an electrical outlet that is easily accessible.
- Do not plug the machine into a power source shared by items that produce electric noise (e.g., air conditioner, etc.).
- The design of this machine requires electrical grounding, and is thus supplied with a three-wire grounded power cord. For your safety as well as that of others who may operate the machine, please do not attempt to alter the power cord by modifying the grounding prong.
- The Line jack is for connecting the machine to a standard telephone line. To avoid damage to telephone systems and/or the machine, do not plug the machine into anything other than a standard RJ-11C jack.
- The TEL jacks on the back of the machine are only suitable for two-wire devices. Some standard telephones may not respond to incoming signals when connected to an extension socket.
- The machine may not necessarily provide the effective transfer of a call from a telephone connected to the same line.
- The operation of this machine on the same line as that of a telephone or other device equipped with an audible warning device or automatic call detector may result in bell vibration (sporadic ringing) or false tripping of the call detector. If such a problem occurs, the user is requested to NOT contact the telephone company.
- Adjustment of the electrical/electronic components in the machine requires an authorized service technician. Do not attempt to make adjustments yourself. Any alterations made by an individual other than an authorized service technician may be cause for nullification of the product warranty.

Operation and Maintenance

- Aside from the instructions specifically stipulated in the handbook, do not attempt to disassemble or service this machine, including the lubrication of moving parts. Please contact an authorized service center for assistance.
- Use a soft dry cloth to clean the control panel and main body of the unit. Do not apply any cleanser to the cloth or surface of the machine.
- Remove the power cord from the wall socket before trying to recover any object(s) that may have fallen into the machine.
- If the machine is physically damaged, immediately disconnect it and arrange for its repair or disposal.
- When moving the machine, always disconnect the telephone line before disconnecting the power cord. Accordingly, reconnect the power cord before reconnecting the telephone line.
- This machine is not intended for use in parallel with any other telephone devices.

Toner Cartridge and Image Drum Unit

Warning: ***This OKI facsimile machine will not operate if any toner cartridge or image drum unit other than that specified by OKI is installed. Please be sure to read the labeling on the toner package and image drum unit package to ensure that you have purchased the correct cartridge or unit. The installation of any other toner cartridge or image drum unit will cause the system to lock, and the operations panel will display an error.***

- Leave unused toner cartridges and image drum units sealed in their packaging until needed. When replacing a toner cartridge or image unit, re-use the packaging to dispose of the old toner cartridge or image drum unit.
- Do not expose interior components of the machine to light for more than five minutes. Never expose the green drum (located inside the image drum unit) to direct sunlight.
- Please be careful when handling the image drum unit and only touch it at the ends (never in the middle). Never touch the green drum inside the image drum unit.

- Please be careful when removing the toner cartridge. Do not let it come in contact with clothing or porous materials. (The toner powder will cause permanent staining.)
- Small amounts of toner that come in contact with skin or clothing can be readily removed with soap and cold water if attended to immediately. The use of hot water will make removal of the stain much more difficult.

Emergency First Aid

- IF TONER IS SWALLOWED: Dilute by having the person drink two glasses of water and induce vomiting by administering Syrup of Ipecac (follow manufacturer's instructions). Seek medical attention immediately. Never attempt to induce vomiting or give anything by mouth to a person who is unconscious.
- IF TONER IS INHALED: Take the person to an open area for fresh air. Seek medical attention immediately.
- IF TONER GETS IN THE EYES: Flush eyes with large quantities of cool water for 15 minutes, keeping eyelids open with fingers. Seek medical attention immediately.

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Introduction

Thank you for purchasing this OKIOFFICE 87 machine. This MFP machine uses advanced Light Emitting Diode technology to transfer received and copied images to plain paper. It has been designed to make sending and receiving faxes a fast and trouble-free process.

Features

The OKIOFFICE 87 includes the following features:

- 10 One-Touch keys for automatic, single-key dialing of pre-programmed telephone numbers.
- 100 Auto Dial numbers for automatic dialing of additional pre-programmed telephone numbers.
- 5 Groups can be programmed to allow you to transmit a document to multiple locations with a single selection.
- A search feature to allow you to look for pre-programmed telephone numbers by name.
- Halftone transmission in up to 64 shades of gray.
- Fax communication at up to 33,600 bits per second.
- Automatic redial and page re-transmission when a telephone number is busy or when problems occur in communication.
- Advanced transmission and reception features, including delayed transmission, transmission to multiple locations, confidential, relay broadcast initiate and polling.
- Advanced memory transmission and reception features, including automatic reception into memory.
- Reports to help you keep track of your MFP machine's operations and settings.
- Automatic power save mode.
- Answering modes for manual and automatic fax reception, automatic switching between incoming voice and fax messages, and to allow an answering machine to work on the same telephone line.

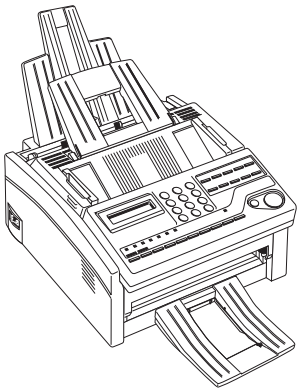
- A closed network feature to allow you to limit who can send faxes to your MFP machine, or to limit both where faxes can be sent to and received from.
- Your MFP machine can also make up to 50 sorted copies of an original document (using standard-weight 20 lb. paper).
- 2 MB of built-in memory.
- During transmissions, your MFP machine begins scanning data into memory as it begins dialing (called Instant Dialing), thus saving time since it does not wait for a connection on the receiving end.
- When printing out a received message at standard size, any data outside those parameters doesn't print. By setting your MFP to automatic reduction, (User Function Setting a No.27 WIDTH REDUCTION) the width of the transmitted document is reduced to about 95% to bring data within printable parameters. This function is also active during copying.
- By entering a previously registered 4-digit ID number (Restrict ID), you can restrict operation of this MFP device to only those who know the ID.
- MFP Function (PC Printer Mode/PC Scanner Mode/PC Fax Mode) Unimessage software that enables your MFP machine to act as a PC printer or scanner and enables the PC fax mode to be used. For details, see the separate booklet on this option.

Handset Kit

This optional handset connects directly to you MFP and works like a telephone. Order Number 70031801.

Installation

Getting Started



To install your new MFP machine, follow the instructions from Unpacking to Setting the Fax Identification. You must complete these steps for your MFP machine to operate properly.

If you have purchased an option package for your MFP machine, refer to the documentation you received with that option.

Where to Install Your MFP Machine

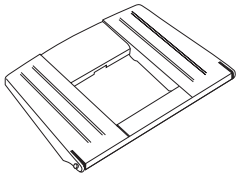
- Install your MFP machine in a dust-free location away from direct sunlight.
- Allow several inches on each side of the MFP machine to ensure adequate ventilation.
- Make sure that both power and telephone outlets are available nearby.
- Choose a location where the relative humidity is between 20% and 80%, and where the temperature is between 50°F (10°C) and 90°F (32°C).

What You Should Receive

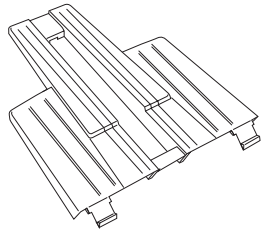
Unpacking

Before you begin, be sure that all the items listed below are included in your package. Remove the contents from the carton and place them on a sturdy surface.

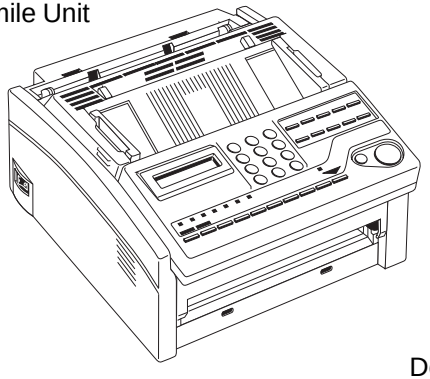
Document Tray



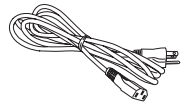
Paper Tray/Copy Stacker



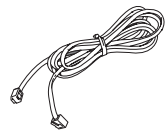
Facsimile Unit



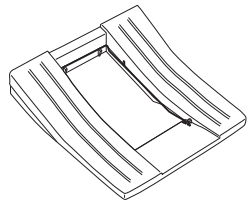
Power Cord



Telephone Cord



Document Stacker



Toner Cartridge

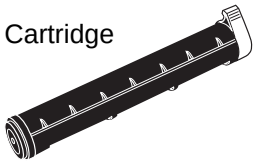
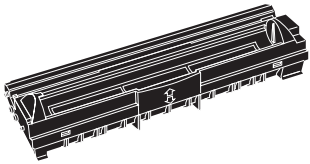
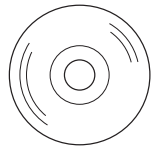


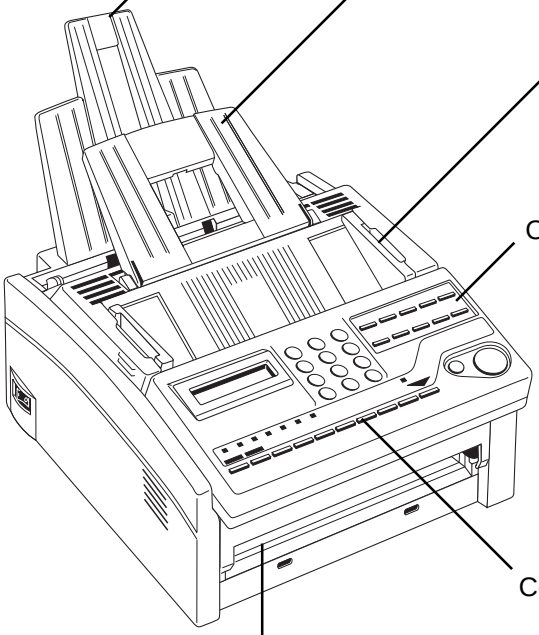
Image Drum Unit(Inside MFP machine)



Software CD-ROM



Components 1



Paper Tray/Copy Stacker

Up to 100 sheets of paper can be loaded onto this tray. Up to 30 sheets of finished copies or received faxes can be stacked on top of this tray.

Document Tray

Holds original documents that are to be faxed or copied.

Document Guides

Adjust these guides to the page width of the documents that are to be copied or faxed.

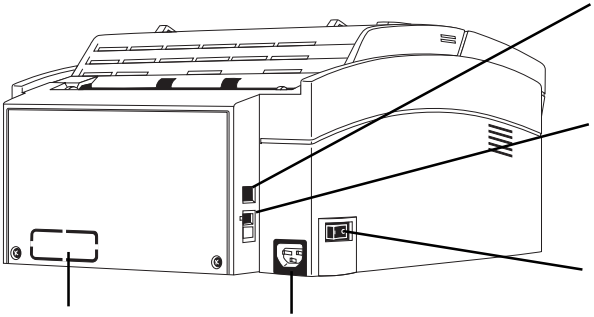
One-Touch Keypad

Control Panel

Manual Paper Feeder

Load paper into this slot when you want to use a type of paper different from the paper in the paper tray.

Components 2



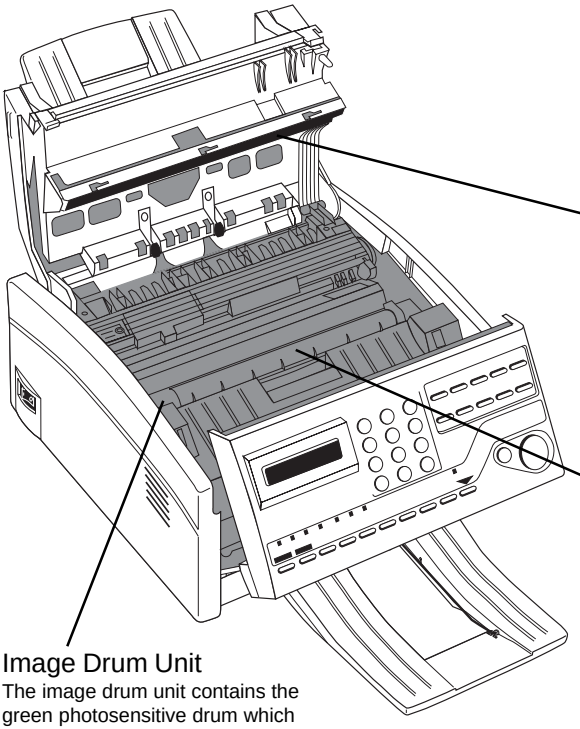
LINE Terminal
Terminal for connecting the unit to an outside telephone line.

TEL Terminal
Terminal for connecting the MFP machine to an external telephone.

Power Switch

PC Connector
Plug the computer cable into this connector.

AC Power Inlet
Plug the AC power cord, supplied with your MFP machine, into this inlet.



LED Print Head
This black bar is the part of your MFP machine which writes received or copied images onto the image drum unit. You should clean this bar each time you change your toner cartridge.

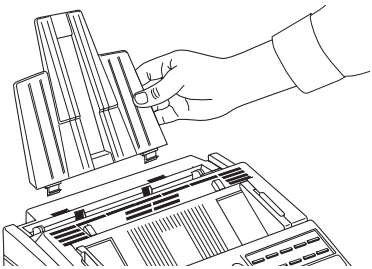
Toner Cartridge
This black cylinder, installed inside the image drum unit, contains the black powder which is your MFP machine's ink. You need to install a new toner cartridge when the REPLACE TONER CART message appears on the display.

Image Drum Unit
The image drum unit contains the green photosensitive drum which receives images from the LED print head and transfers them to the printing paper.

Setting Up Your MFP Machine

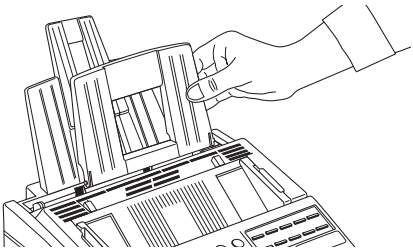
Install the Paper Tray/Copy Stacker

Slip the paper tray/copy stacker tabs into the rearmost slots in the top of the unit. You will feel them lock into place.



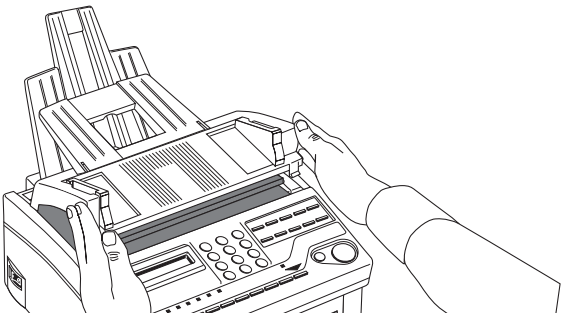
Install the Document Tray

Insert the document tray into the long horizontal slot on the top of the unit. You will feel it lock into place.

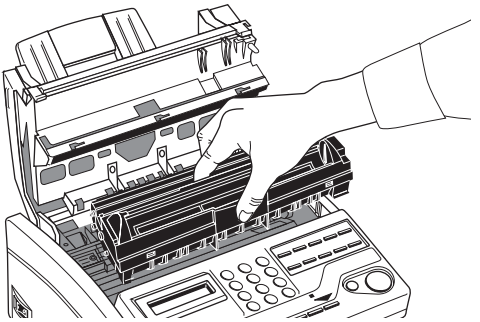


Install the Toner Cartridge

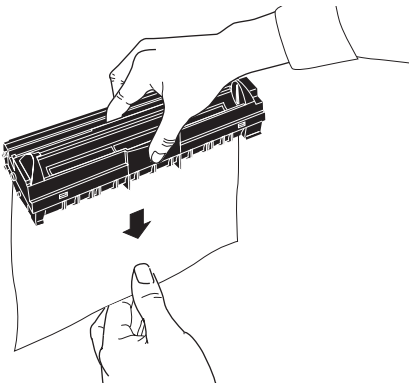
1 Open the MFP machine's top cover.



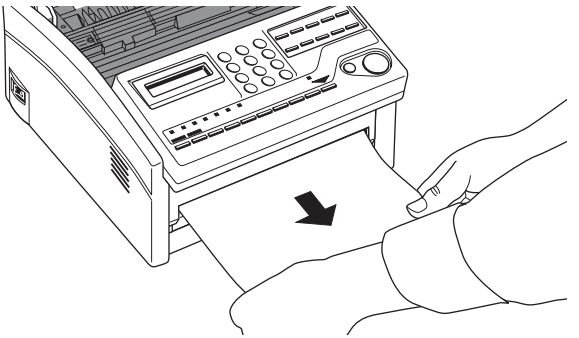
2 Lift the image drum unit out and set it aside. Keep it out of direct sunlight. Do not touch the green surface of the drum.



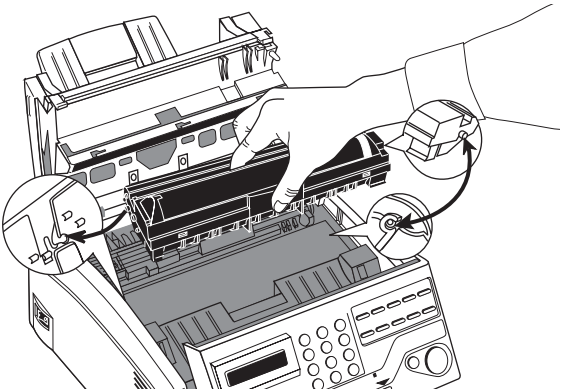
3 Pull and detach the protective cover.



4 Hold both ends of the protective cover that is sandwiched in the manual paper feeder, and gently pull out and detach.

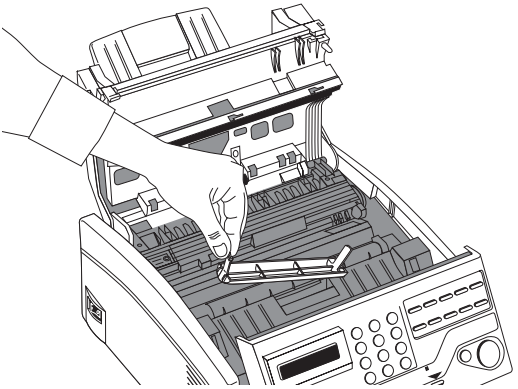


5 Place the image drum unit back into your MFP machine. Ensure that the tabs on both sides of the image drum are inserted correctly as shown below. Then press down firmly on both ends of the image drum until it snaps into place.



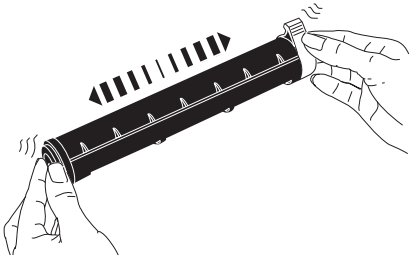
Warning: Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.

6 Remove the protective plastic cover from the toner well in the image drum unit.

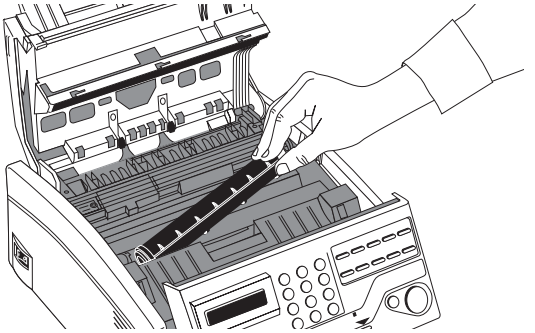


Warning: Be careful when handling the toner cartridge. Do not let toner spill onto your clothing or other porous materials. If you experience any problems with toner, see the Safety section at the beginning of this booklet.

7 Remove the toner cartridge from its package and gently shake it from side to side to distribute the toner. Then carefully peel the white plastic tape from the bottom of the toner cartridge.

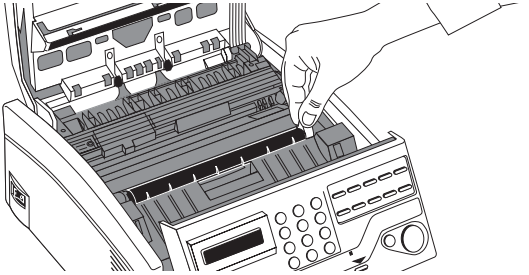


8 With the ridged side facing up and the gray lever on your right, insert the toner cartridge into the image drum unit. Slide the left end of the cartridge in first, then lower the right end into place.

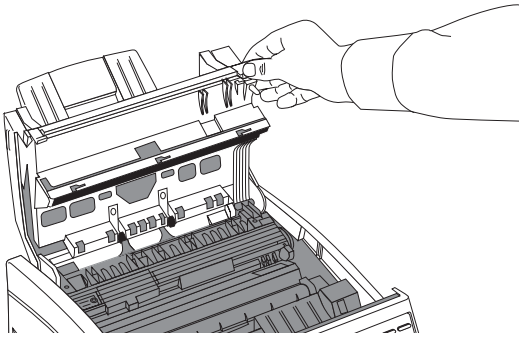


Warning: Be careful not to insert the toner cartridge backwards into the image drum unit.

9 Once the toner cartridge is in place, push the gray lever all the way forward to secure it and release the toner.



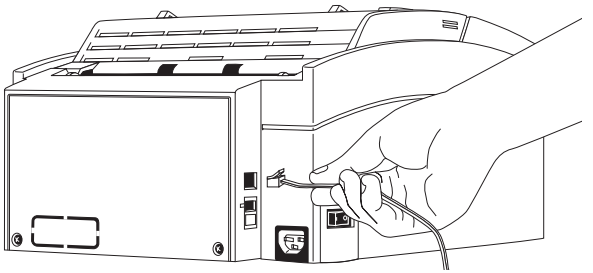
10 Close the top cover of the MFP machine.



Tip: Ensure that the top cover is firmly closed by pressing down hard on both sides of the top cover.

Connect to the Telephone Line

1 Insert one end of the telephone cord into the LINE terminal at the back of the machine.

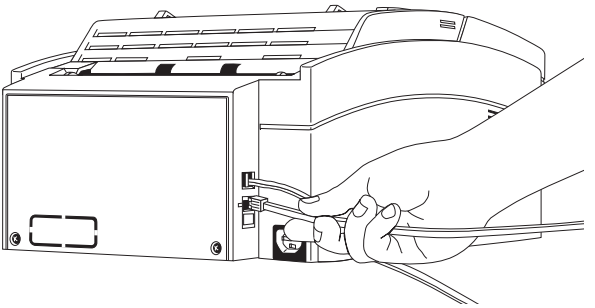


2 Insert the other end of the cord into your wall telephone jack.

Tip: Now, you can connect either an external telephone or the external handset option for your MFP machine. See the instructions below.

Connecting an External Telephone or Answering Machine

1 Insert one end of the telephone cord into the TEL terminal on the back of the machine.



2 Insert the other end of the cord into the jack in your external device.

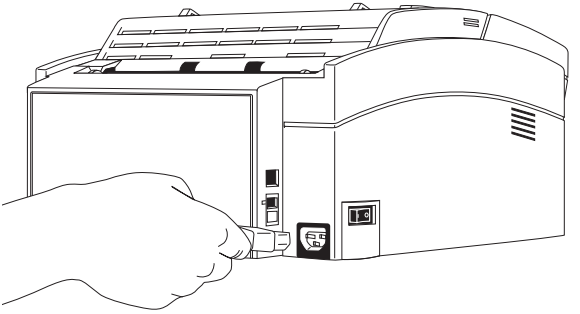
Tip: To connect both an answering machine and a telephone, first connect your answering machine to your MFP machine, then plug your external telephone's cord into the telephone jack on your answering machine.

Tip: You need to have the TAD mode feature turned on for an answering machine to work with your MFP machine. See Setting the Answering Mode in this chapter.

Connect Power

Warning: Before connecting power, ensure that the power switch is OFF ("O" is pressed in)

1 Plug the power cord into the power inlet located on the back of the unit.



2 Plug the unattached end of the power cord into a grounded AC power outlet.

3 Turn the power switch to ON.

The time and current answering mode appears on the display. Your MFP machine is now in standby mode, ready to send or receive faxes.

Tip: The LCD display does not immediately disappear if the power is turned off while idling in the Power Save mode. This is not a malfunction and the display disappears momentarily.

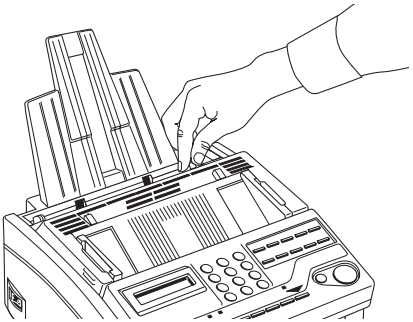
Loading Paper

Your MFP machine can hold up to 100 sheets of standard-weight (20 lb.) paper. For best results, use paper specially made for laser printers or photocopiers. Available sizes are A4, letter size and legal size.

Your MFP machine automatically reduces the vertical length of the page images it receives to fit on the paper loaded in your MFP machine (down to 75% of the original length). For example, if you are sent a document created originally on legal-size paper, your MFP machine can reduce the received pages to fit on A4 or letter-size paper.

Tip: Your MFP machine is set at the factory to use letter size paper. If you intend to use a different paper size, change the PAPER SIZE user function setting to match your new paper size. See the Programming section in the on-line User's Guide for instructions.

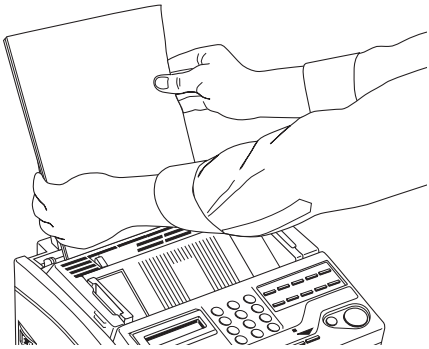
1 Adjust the paper guides to the width of your paper.



Tip: Adjust the paper guide on the right side to the mark of the width of your paper. After completing paper setting (Item 3), the paper guide on the left side should be aligned to the paper's width.

2 Remove the paper from its wrapper (up to 100 sheets). Note the “print side” notice printed on the label. Fan the paper.

3 Insert the paper into the paper tray, print side down.



Tip: Be sure to insert at least 11 sheets of paper into the paper tray. Any less than that brings up the “No-feed” response.

Caution: Be sure to grasp the paper tightly to avoid slipping of the uppermost sheet of paper.

Setting the Clock

Follow these instructions to set the time and date on your MFP machine.

1 Press the SELECT FUNCTION key.

2 Press the USER PROG. One-Touch key.

3 On the numeric keypad, press 3. The display shows 3:CLOCK ADJUSTMENT.

4 Press ◄ YES . The display shows the currently set date and time.

5 Using the numeric keypad, enter the new date and time.

6 Press ◄ YES to confirm your entry.

7 Press the SELECT FUNCTION key to finish.

Setting the Answering Mode

Your MFP machine has a number of answering modes, which determine how it handles incoming calls (both fax and voice). The current answering mode appears on your MFP machine's standby display.

Answering Mode Options

The answering mode which is best for you varies depending on how you use your MFP machine and what external telephone devices are connected to it. Read through the answering modes that are listed here, then follow the instructions below.

Manual Receive Mode [TEL]: If you use the same line for both fax and telephone calls and the majority of your incoming calls are telephone calls, then the TEL answering mode is your best choice. Each time someone calls, your MFP machine rings like a telephone. You can answer from an external telephone connected to your MFP machine. If you pick up the handset and hear fax tones, press the START key to receive the fax. If you do not answer the phone and someone tries to send you a fax message, your machine does not accept it.

Auto Receive Mode [FAX]: If your MFP machine is connected to a telephone line reserved only for fax communications, use the Auto Receive mode. Your MFP machine assumes all incoming calls are fax messages and automatically receives all incoming fax messages.

Telephone/Fax Mode [T/F]: When incoming calls are a mixture of fax and telephone calls, your best choice is the Telephone/Fax mode. In this mode, your MFP machine detects whether the incoming call is a fax or voice call. When the call is from another fax machine, your machine switches to fax mode and receives the message. When the call is a voice call, your MFP machine rings like a telephone. If you do not answer, your MFP machine switches back to fax mode to allow the calling party to manually send a fax.

Telephone Answering Device Mode [TAD]: Use this mode if you have connected an answering machine to your MFP machine. Like Telephone/Fax mode, the Telephone Answering Device mode detects whether an incoming call is a fax or voice call. If the call is a fax call, your MFP machine receives the fax. Your answering machine does not activate. If the incoming call is a voice call, your MFP machine rings just as it does in Manual Receive mode. If no one answers the call, your answering machine activates, allowing the calling party to leave a message. If the calling party decides to send a fax, your MFP machine automatically receives the fax.

Tip: In some countries, the Telephone Answering Device mode is turned off. To have it turned on, contact your dealer.

Memory Reception Mode [MEM]: The received data is not printed and is stored into memory even if there is fax paper on which to print.

Use the Print Operation function when you want to print out data that was stored in memory during the Memory Reception mode.

You can set a password for when you want to disable the Memory Reception mode.

The password is set by USER PROGRAMMING under MEM. PASSWORD PRG.

PC Receive mode [PC]: Use this mode when your MFP machine is connected to your PC. The call signal from your exchange is sent directly to your PC. Your MFP machine does not respond to the signal. Fax reception by your PC is enabled upon receiving the call signal.

Tip: You need to install a special driver into your PC in order to use this function.

Forwarding Mode [FWD]: The forwarding mode allows received facsimiles to be forwarded to another number. The forwarding numbers are entered or registered at One-Touch key 6. Up to ten forwarding numbers can be registered.

Changing the Answering Mode

Follow these instructions to change your MFP machine's answering mode.

1. Press the AUTO REC key. Your MFP machine displays a description of your current selection.
2. Press the AUTO REC key again. Your MFP machine switches to the next setting.
3. Continue pressing the AUTO REC key until the selection you want appears on the display. After a short pause, your MFP machine returns to standby mode displaying the new answering mode setting.

   Tip: If a password has been set in the Memory Reception mode, you need to enter the password in order to disable the Memory Reception mode.

Setting the Fax Identification

MFP machines use the information you enter here to identify themselves during communications. In most countries programming this information into your MFP machine is a legal requirement. The information you enter here includes:

TSI/CSI: This is the telephone number of your MFP machine. This number is printed at the top of the faxes you send, and appears on the displays and reports of other fax machines you are communicating with.

Sender ID: This is a descriptive title (usually the location of your MFP machine or the name of your company or office). This description is printed at the top of every fax you send. You can enter up to 32 characters. The first 16 characters of your Sender ID are also be used as your Personal ID, which may appear on the displays or reports of other fax machines you are communicating with.

Call Back Number: The Call Back Number is a telephone number (not a fax number) which the operator of the remote machine can use to reach you. If you use the voice request function while communicating with another fax machine and no one is there to answer, your MFP machine automatically sends a cover letter with a call back message. The call back message is printed in a separate sheet with the message “Please call back” and a telephone number where you can be reached. The call back number entered here is the number that appears on the call back message.

1 Press the SELECT FUNCTION key.

2 Press the USER PROG. One-Touch key.

3 On the numeric keypad, press 4. The display shows 4:SYSTEM DATA PRG.

4 Press ◄ YES. The display shows NO=<TSI/CSI>, ID=<SENDER ID>.

5 After the display clears, enter the full telephone number of your MFP machine using the numeric keypad.

Tip: Use the Hyphen key to enter a “+” character before the number, and use the 9/SPACE One-Touch key to enter spaces.

6 Press the START key to save your entry.

7 Enter your Sender ID. This is a descriptive title up to 32 characters long. Refer to the instructions below.

To Do This	Use
Enter numbers	Numeric keypad (press once)
Enter spaces	9/SPACE One-Touch key
Enter hyphens	HYPHEN key
Enter alphabet characters	Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears.
Enter a unique character	Press the 0/UNIQUE key repeatedly until the character you want appears. The following characters are available: ! @ \ “ _ % ~ # & ‘ ( ) * + , - . / : ; = ? · ä ß ñ ö ü Æ Å Ø æ å ø. ***Note:*** Some unique characters can be inputted using One-Touch keys.
Move the cursor to make corrections.	◄ YES and NO ►.

8 Press the START key to save your entry. The display shows NO=<CALL BACK NO.>.

9 After the display clears, use the numeric keypad to enter the telephone number you want to use for call back messages. Enter up to 20 characters.

Tip: Use the HYPHEN key to enter a “+” character before the number, and use the 9/SPACE One-Touch key to enter spaces.

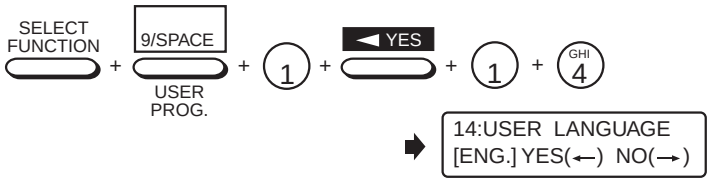
10 Press the START key to save your entry.

11 Press the SELECT FUNCTION key to finish.

Setting the Language

Your MFP machine comes with two languages installed, which appear on the display and in reports. Follow the instructions below to switch languages.

Tip: Your dealer may be able to provide you with additional languages.



1 Press the SELECT FUNCTION key.

2 Press the USER PROG. One-Touch key. The display shows 1:FUNC. PROGRAMMING.

3 Press YES . The display shows FUNCTION NO. [ ].

4 Using the numeric keypad, enter 14. This display shows USER LANGUAGE.

5 Press NO to switch to the other installed language.

6 To accept the language change, press YES .

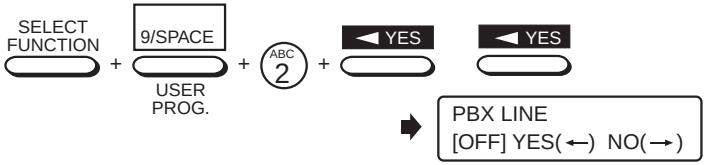
7 Press the SELECT FUNCTION key to finish.

Connecting to a PBX

A PBX (Private Branch Exchange) is a private telephone system used to route internal calls. If you have to dial a prefix (access) number to get an outside line, then your line is connected to a PBX.

If you are connecting your MFP machine to a PBX, follow the instructions below. These setting changes allow your MFP machine to identify your PBX' outside line dial prefix digits in the numbers that you program or dial in your MFP machine. After it dials the prefix digits, your MFP machine waits until it sees that the outside line is available before dialing the rest of the number.

Warning: ***Some PBX installations may require additional adjustments to your MFP machine. If you continue to have difficulty with fax communication after following these steps, contact your dealer.***



1 Press the SELECT FUNCTION key.

2 Press the USER PROG. One-Touch key.

3 On the numeric keypad, press 2. The display shows 2:DIAL PARAMETER.

4 Press ◄ YES until the display shows PBX LINE, [OFF].

5 Press NO ► . The display changes to PBX LINE, [ON].

6 Press ◄ YES until the display shows DIAL PREFIX, [OFF].

7 Press NO ► . The display changes to DIAL PREFIX, [ ] ENTER 4 DIGITS.

8 Using the numeric keypad, enter the number you normally dial from your PBX to obtain an outside line.

9 Press ◄ YES .

10 Press the SELECT FUNCTION key to finish.

Tip: Keep in mind that all of the outside telephone numbers you program into your MFP machine must begin with your PBX's dial prefix.

Tip: To later turn off the PBX LINE and DIAL PREFIX functions, follow Steps 1-7 above. At Step 8, press the 9/SPACE One-Touch key four times.

MFP Function

To use your MFP machine as a PC Printer or PC Scanner, you need to install the MFP (Multi-Function Peripheral) software. A PC Connector is already included in the MFP machine as standard equipment. For details regarding MFP software, please refer to the separate booklet on the "MFP Function."

Driver Setup

Windows 2000

Note: Administrator's authority is required for installation with Windows 2000.

1 Make sure that both the printer and the computer are turned OFF.

2 Connect the fax machine and computer with a parallel interface cable.

3 Turn the computer ON and allow Windows to start.

4 Turn the fax machine ON. At the prompt telling that a new device has been detected, select **Cancel**.

5 Insert the Unimessage Pro XL CD-ROM into your CD-ROM drive.

6 After the setup program has automatically started, click **Setup device driver and Unimessage Pro** and follow the on-screen instructions as appropriate This installs both the printer driver and the Unimessage Pro software.

Note: If you want to install only the driver, click *Setup device driver*.

Note: If the setup program does not automatically start or *Auto insert notification* is turned off, click *Start→Run...*. Type in D:\SETUP.EXE (where D is the drive letter of your CD-ROM drive) and click *OK.*

7 When the **Fax Port Installation** dialog appears, click **OK**.

8. When the **Add/Remove Hardware Wizard** dialog appears, do the following:
   a. When the **Welcome to the Add/Remove Hardware Wizard** dialog appears, click **Next**.
   b. When the **Choose a Hardware Task** dialog appears, select **Add/ Troubleshoot a device** and click **Next**.
   c. When the **New Hardware Detection** dialog appears, select **Add a new device** from the device list and click **Next**.
   d. When the **Find New Hardware** dialog appears, select **No, I want to select the hardware from a list** and click **Next**.
   e. When the **Hardware Type** dialog appears, select **Ports (COM&LPT)** from the list and click **Next**.
   f. When the **Select a Device Driver** dialog appears, click **Have Disk**.
   g. When the **Install From Disk** dialog appears, type D:\DRIVER\SETUP\DISK1\WIN2K (where D is the drive letter of your CD-ROM drive) in **Copy manufacturer's files from** and click **OK**.
   h. Select **Okidata Fax Port** from the list and click **Next**.
   i. When the **Start Hardware Installation** dialog appears, click **Next**.
   j. When the **Completing the Add/Remove Hardware Wizard** dialog appears, click **Finish**.
9. During copying, the **Find Fax Port** dialog appears and the fax port is found; then click **OK**.
10. When the **Modem Installation** dialog appears, click **OK**.
11. If the **Location Information** dialog appears, enter information about your current location and click **OK**.
12. When the **Phone and Modem Options** dialog appears, do the following:
   a. Open the **Modems** tab and click **Add**.
   b. Check **Don't detect my modem; I will select it from a list.** and click **Next**.
   c. Click **Have Disk** and when **Install From Disk** dialog appears, type D:\DRIVER\SETUP\DISK1\WIN2K (where D: is the drive letter of your CD-ROM drive) in **Copy manufacturer's files from** and click **OK**.

d When the **Install New Modem** screen appears, select the appropriate device and click **Next**.

e Check **Selected ports**, select the port displayed in Step 8, and click **Next**.

f When **Digital Signature Not Found** appears, click **Yes**.

g Click **Finish** and when the **Modems Properties** dialog appears, click **OK**.

13 When **Install Complete** screen appears, click **OK** and the setup of the driver is now complete.

Windows Me/98/95

1 Make sure that both the printer and the computer are turned OFF.

2 Connect the fax machine and computer with a parallel interface cable.

3 Turn the fax machine and computer ON and allow Windows to start. If you see a prompt telling you that a new device has been detected, press **Cancel**.

4 Insert the Unimessage Pro XL CD-ROM into your CD-ROM drive.

5 After the setup program has automatically started, click **Setup device driver and Unimessage Pro** and follow the on-screen instructions as appropriate. This installs both the printer driver and the Unimessage Pro software.

Note: If you want to install only the driver, click *Setup device driver*.

Note: If the setup program does not automatically start or *Auto insert notification* is turned off, click on *Start→Run...*. Type in D:\SETUP.EXE (where D is the drive letter of your CD-ROM drive) and click *OK*.

6 When the **Install Complete** screen appears, click **Finish**. After the computer restarts, setup of the driver is complete.

Windows NT 4.0

Note: Administrator's authority is required for installation with Windows NT 4.0.

1 Make sure that both the printer and the computer are turned OFF.

2 Connect the fax machine and computer with a parallel interface cable.

3 Turn the fax machine and computer ON and allow Windows to start. If you see a prompt telling you that a new device has been detected, press **Cancel**.

4 Insert the Unimessage Pro XL CD-ROM into your CD-ROM drive.

5 After the setup program has automatically started, click **Setup device driver and Unimessage Pro** and follow the on-screen instructions as appropriate This installs both the printer driver and the Unimessage Pro software.

Note: If you want to install only the driver, click *Setup device driver*.

Note: If the setup program does not automatically start or *Auto insert notification* is turned off, click *Start→Run...* Type in D:\SETUP.EXE (where D is the drive letter of your CD-ROM drive) and click *OK*.

6 During copying, the **Find Fax Port** dialog appears and the fax port is found.

7 When the **Modem Installation** dialog appears, click **OK**.

8 When the **Install New Modem** dialog appears, do the following:

Note: ***If the Modems Properties dialog appears, click Add*** *and the Install New Modem* dialog pops up.

a Check **Don't detect my modem; I will Select it from a list.**, and click **Next**.

b Click **Have Disk**, and when **Install From Disk** dialog appears, type D:\DRIVER\SETUP\DISK1\WINNT40 (where D is the drive letter of your CD-ROM drive) in **Copy manufacturer's files from** and click **OK**.

c When the **Install New Modem** screen appears, select the appropriate device and click **Next**.

d Check **Selected ports**, then select the port displayed in Step 6 and click **Next**.

e Click **Finish**, and when **Modems Properties** dialog appears, click **Close**.

9. When the **Install Complete** screen appears, click **OK**.
10. The setup of the driver is complete.

Unimessage Setup

After the installation of the OKIFAX driver is complete, the installation of the Unimessage Pro software should begin. If this does not happen or you are re-installing the Unimessage software:

a Insert the Unimessage Pro XL CD-ROM into your CD-ROM drive.

b After the setup program has automatically started, click Setup Unimessage Pro and follow the on-screen instructions.

Note: If the setup program does not automatically start or *Auto insert notification* is turned off, click *Start→Run...*. Type in D:\SETUP.EXE (where D is the drive letter of your CD-ROM drive) and click *OK*.

1 The first screen asks you to select a language. If the highlighted language is appropriate, click **OK**. Otherwise, select a language and click **OK**.

2 When following the on-screen instructions, make sure you select the following when prompted: **Yes, look for devices connected to this computer and install the appropriate drivers** and **CLASS 1 device**

3 Details of all the installation options can be found in the User's Guide—click **View Unimessage Pro User's Guide** on the CD's setup menu.

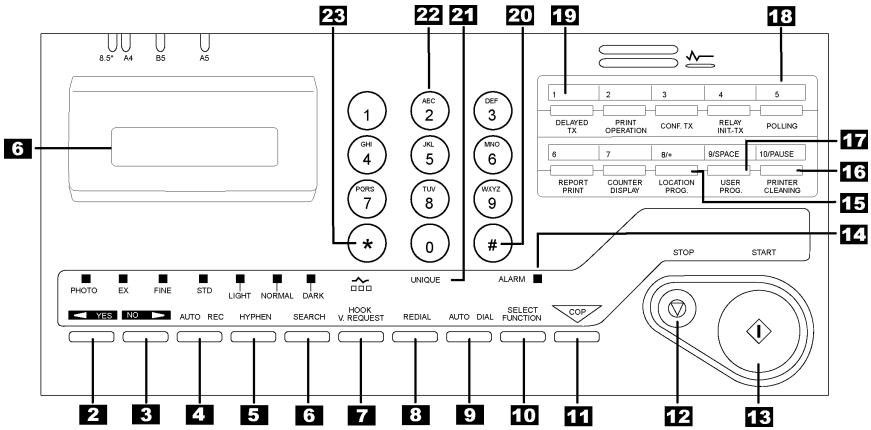
4 When the Unimessage Pro installation is complete, you must restart your PC. When your computer restarts, user registration dialogs appear.

Printer Status Icon

The Windows printer driver for your fax machine includes a status monitor, which appears in the system tray on the taskbar. If you close this you cannot fax from the PC, but you can scan and print. For best performance with all MFP functions, we recommend that you leave the status monitor on.

Control Panel

Control Panel Keys and Indicators



1 **LCD Display Panel:** Refer to this display for instructions and information while your MFP machine is performing operations or while you are programming.

2 ◄ YES **key:** Use this key to change the resolution used for transmitting documents. Use STD for standard originals, FINE and EX.FINE for detailed or small print originals, and PHOTO for originals that include colors or many shades of gray.

Also use this key as ◄ YES when making selections or to move your cursor while programming.

When copying, ◄ YES can be used after the copy key is pressed once to select the copy resolution.

3 NO ► **key:** Use this key to select the document contrast after you load a document for transmission. Use LIGHT for originals that are too light, NORMAL for documents with good contrast, and DARK for originals that are too dark.

Also use this key as NO ► when making selections or to move your cursor while programming.

4 **AUTO REC Key:** Use this key to switch your MFP machine's answering mode. The answering mode controls how your MFP machine answers incoming calls and receives faxes. Your MFP machine's display always indicates your current selection. See Setting the Answering Mode in the Installation chapter for more information about the answering modes available in your MFP machine.

5 **HYPHEN Key:** When programming One-Touch keys and Auto Dial telephone numbers, use this key to tell your MFP machine to wait for the outside or international line to become available before it proceeds with dialing the rest of the telephone number. When programming the TSI/CSI or call back numbers into your MFP machine, use this key to enter a "+" symbol.

6 **SEARCH Key:** The One-Touch keys and Auto Dial numbers can be programmed to have a name or location ID associated with their telephone numbers. Using this key by itself or in combination with the numeric keypad, you can search for these numbers alphabetically. You can also use the Search key to search for unassigned One-Touch keys and Auto Dial numbers.

7 **HOOK/V. REQUEST Key:** Press this key to open a telephone line for manual dialing. You can hear the dialing through your MFP machine's speaker. If you have an external telephone connected to your MFP machine, you can also use this key to initiate or answer a request for voice communication. During a fax communication, press this key to tell the operator at the other fax machine that you want to talk to him or her at the end of your transmission or after reception of any page has been completed. To answer a voice request, press this key after lifting your telephone handset.

8 **REDIAL Key:** Press this key to manually redial the last number dialed on your MFP machine.

Tip: Once the MFP machine has entered power save mode (after the machine has been inactive for three minutes), this manual redial function does not work.

9 **AUTO DIAL Key:** Auto Dial numbers are abbreviated numbers for rapid dialing. Rather than dialing the entire telephone number, you can enter a 3-digit Auto Dial number instead. You can also use the Location IDs (names) associated with Auto Dial numbers to search for these locations by name using the Search key.

10 **SELECT FUNCTION Key:** Use this key to activate your MFP machine's advanced transmission and reception functions, to obtain reports and for programming. To select a function, press the Select

Function key, and then press the One-Touch key labeled with the function you want to use. When programming or selecting other functions, pressing the Select Function key a second time returns you to the standby mode.

11 **COPY Key:** After loading a document, press this key to make a copy. When no documents are loaded, press this key once to obtain a Message Confirmation Report about your last transmission on the LCD Display Panel, and a second time to receive a printed report. You can also use the Copy key as a shortcut for programming One-Touch keys and Auto Dial numbers. After you have loaded a document and manually dialed a telephone number, press Copy to instantly program that number into a One-Touch Key or Auto Dial number.

12 **STOP Key:** This key cancels the operation currently in progress and turns off the Alarm Indicator. After loading paper or installing a new toner cartridge, press this key to cancel alarm conditions after the condition has been corrected. When programming, pressing the Stop key takes you back step-by-step through the programming functions you have already selected.

13 **START Key:** Press the Start key to initiate the operation indicated on the display or to confirm information you have entered into the display. When the MFP machine is in power save mode, press the Start key to exit power save mode.

14 **ALARM Indicator:** When there is a problem, this indicator lights (red) and an alarm sounds. To turn the alarm indicator off, press the Stop key and correct the problem.

15 **8/+ key (One-Touch key 8):** Each fax number you enter or program into your MFP machine can be up to 40 digits long. If you need to dial a number which is longer than 40 digits, you can dial a number using any combination of One-Touch keys, Auto Dial numbers or the numeric keypad. When programming a chain dial number into a One-Touch key or Auto Dial number, press the 8/+ key at the end of the first part of the number to indicate to the MFP machine that this is a chain dial number.

16 **10/PAUSE Key (One-Touch key 10):** Use this key on the One-Touch keypad to enter automatic 3-second pauses in dialing when programming telephone numbers. For example, you may want to use this key to tell your machine to wait for an outside or international line to open. Pauses in telephone numbers are marked by a “P” symbol.

17 **9/Space Key (One-Touch key 9):** Use this key on the One-Touch Keypad to enter spaces while programming. Unlike the Pause key, spaces are used for easier reading only and have no effect on dialing.

18 **One-Touch Keypad:** For a description of all the functions of the One-Touch keypad, see the next section, “The One-Touch Keypad.” below

19 **One-Touch Labels:** After programming a location into a One-Touch key, write the location’s name on the One-Touch label. Lift off the plastic cover above the One-Touch label, use a pencil to write in the name, then replace the cover.

20 **# Key:** Once you have programmed some One-Touch keys or Auto Dial numbers, use this key to create groups to allow you to send the same fax to multiple locations. After you have loaded a document, use this key to select the group you want to send your fax to.

21 **0/UNIQUE Key:** When dialing, use this key to enter a “0.” When programming your Sender ID or a Location ID, you can use this key to enter a variety of unique characters, including: ! @ \ “ _ % ~ # & ‘ ( ) * + , - . / : ; = ? · ä ß ñ ö ü Æ Å Ø æ å ø.

22 **Numeric Keypad:** When dialing, these 12 keys work just like the keypad on a telephone. Also use the keypad to enter numbers, letters and other characters while programming. After pressing the Search key, you can also use the numeric keypad to alphabetically search for the names of locations programmed into your MFP machine.

23 *** Key:** If your MFP machine is set to pulse dialing, this key allows you to switch the dialing operation of your MFP machine from pulse to tone dialing during your current call. You can also use this key while programming to create numbers with mixed pulse-then-tone operation.

The One-Touch Keypad

The One-Touch keys are your MFP machine's most important tool. Use them for quick, one-touch dialing, and to access most of your MFP machine's functions and programming options.

Using the One-Touch Keys for Dialing

To use a One-Touch key for dialing, just press the appropriate One-Touch key. For each key, you may program up to two telephone numbers: a primary number, which is always dialed first, and an alternate number which is automatically dialed if the first number is busy or if there is no answer. You can also use the Location IDs (names) associated with One-Touch keys to search for these locations by name using the SEARCH key.

Using the One-Touch Keys for Selecting Functions and Programming

Use the One-Touch keys for selecting special transmission and reception functions, for obtaining reports and for programming.

To select a function from the One-Touch keypad, press the SELECT FUNCTION key, and then press the corresponding One-Touch key.

1/DELAYED TX Key: Use this key to send a fax at a later time and date which you specify (within three days).

2/PRINT OPERATION Key: Use this key to print out a confidential received document stored in memory using a single digit personal box number.

3/CONF. TX Key: Use this key to send a confidential document to a mail box (a memory storage area) in the receiving fax machine.

4/RELAY INIT.-TX Key: Use this key to set up a relayed fax transmission. During a relayed fax transmission, your MFP machine initiates the transmission by sending a document to a second fax machine, which then broadcasts the message to a number of other fax machines.

5/POLLING Key: When a document is loaded on the document table, use this key to set your MFP machine to wait for another fax machine to call and request the document to be sent (polling transmission). When no document is loaded on the document table, use this key to call another fax machine and ask it to send the documents loaded into it (polling reception).

6/REPORT PRINT Key: Use this key to manually print reports from your MFP machine.

7/COUNTER DISPLAY Key: Your MFP machine keeps track of the number of pages it has printed in several ways. Use this key to check your MFP machine's print counter and the scan counter. It can also be used to reset your MFP machine's drum counter after replacing the image drum unit.

8/LOCATION PROG. Key: Use this key to program your MFP machine's One-Touch keys, Auto Dial numbers and groups.

9/USER PROG. Key: Use this key to program your MFP machine's identification information, to set your MFP machine's clock, to set up mailboxes for confidential message reception, and to change your MFP machine's function settings.

10/PRINTER CLEANING Key: Use this key to print a cleaning page for clearing accumulated toner from your MFP machine's image drum.

Signal Tones

Your MFP machine emits a number of sounds to inform you of specific conditions.

Key Select Tone: This is a short beep that is generated each time that you press a key.

Error Tones: If you press a wrong or inappropriate key, your MFP machine emits three short beeps. If your MFP machine experiences a problem during communications, it emits five long beeps. Press the STOP key to turn the error tone off, then print a Message Confirmation Report to check the source of the problem (to do this, press the COPY key twice with no documents loaded).

Voice Request Tone: During a fax session, either you or the person at the remote fax machine may initiate a voice request. When the person at the remote fax machine either initiates or answers your voice request, your MFP machine emits a repetitive warbling sound.

End of Session Tone: At the end of every successful fax session, your MFP machine emits a beep to inform you that there were no errors or problems in the communication.

Off-Hook Alarm Tone: If your MFP machine is equipped with a handset, and if the handset is left off the hook, your MFP machine emits an intermittent warbling sound. To turn off the sound, hang up the handset or press the STOP key.